



**CITY OF LINCOLN**  
**Utility Services Division**  
**600 Sixth Street • Lincoln, CA 95648**  
(916) 434-2430 (ofc) • (916) 645-9502 (fax)  
Email address: utilitybilling@lincolnca.gov

**FOR FINANCE DEPT. USE ONLY**

RT/SER \_\_\_\_\_

METER READING \_\_\_\_\_

RES-CAN ORDERED \_\_\_\_\_

## REQUEST FOR UTILITY SERVICES

Water – Sewer – Refuse

### NEW SERVICE REQUEST

Service Address: \_\_\_\_\_ Close of Escrow Date: \_\_\_\_\_

(PLEASE PRINT)

#### **OWNER INFORMATION: (STRICTLY CONFIDENTIAL)**

Owner One: \_\_\_\_\_ , \_\_\_\_\_  
First Name Last Name

Owner Two: \_\_\_\_\_ , \_\_\_\_\_  
First Name Last Name

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ / (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ / (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Home Work Fax or Cell

#### **MUST PROVIDE SSN AND GOVERNMENT ISSUE I.D. FOR EACH OWNER**

(Example: Government Issue ID can be a Drivers License, State Issued ID, Passport Number or Military ID Number)

Owner 1 \_\_\_\_\_  
SSN

State Issued ID (ex Driver's License)

Owner 2 \_\_\_\_\_  
SSN

State Issued ID (ex Driver's License)

**Please check one below.**  
**There is no difference in**  
**monthly charge**

☐ 90 Gallon Greenwaste Can  
OR

☐ 64 Gallon Greenwaste Can

Please note: If size is not designated for Greenwaste Can then 90 gallon will automatically be delivered. A \$53.00 fee will be assessed for an exchange in can size after initial delivery. Greenwaste can is picked up every other week.

\_\_\_\_\_  
Owner Signature

#### **COMPLETE ONLY IF STATEMENT TO BE SENT TO A TENANT OR PROPERTY MANAGER**

Name C/O \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ / (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_ / (\_\_\_\_) \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Home Work Fax or Cell

#### **SERVICE AGREEMENT**

The City of Lincoln will charge a twelve dollar (\$12.00) processing fee to set up your account. This amount will reflect on your first bill.

Customer agrees to pay all utility charges in a timely manner. Current charges are due the first of the month. All fees or charges which are not paid on or before the thirtieth day following the date such charges were due and payable will be considered delinquent. A penalty of ten percent of the charge shall be imposed and due upon mailing of a ten day notice. An additional charge of \$7.25 will be assessed if a door tag delinquent notification is required.

**In the event of non-payment utility service will be terminated.** Customer will be required to pay a service charge of \$25.00 - \$70.00 and up to the full account balance before service is restored.

Bills may be sent to the service address in care of the tenant as a service to the customer, but the account will remain in the owner's name. **In all cases the property owner bears the risk of non-payment by the tenant. In the event payment is not made, the property owner is responsible for any unpaid balance on the account and all service charges if service is terminated for non-payment.** At its option, the City of Lincoln may place a lien on the property for all amounts owed.

Signature: \_\_\_\_\_  
Owner 1

\_\_\_\_\_  
Date

Signature: \_\_\_\_\_  
Owner 2

\_\_\_\_\_  
Date